

WE ARE HIRING

JOIN OUR TEAM

Leysner & de Cuba Accountants has been serving the Aruban business community since 1986 offering various services from accounting and auditing to consulting and payroll services.

We're seeking an experienced Administrative Assistant with hotel accounts receivable experience to manage financial operations for one of our award-winning hotel clients.

ADMINISTRATIVE ASSISTANT WITH HOTEL EXPERIENCE



Our established accounting firm is seeking a motivated Administrative Assistant with prior accounts receivable experience in the hotel industry. Your experience in hotel accounts receivable will be essential as you handle billing, AR reconciliations, AR collections, etc. to ensure flawless administration.

Responsibilities include but are not limited to the following:

- Preparing and sending invoices to travel agencies.
- Processing credit card payments.
- Handling chargebacks and disputes.
- Reconciling accounts receivable ledgers.
- Preparing ageing reports for management and following up on overdue accounts.
- Respond to guest/travel agencies' inquiries regarding billing and payments.

Required skills, qualities and experience:

- Education Havo, EPI or similar.
- At least two years of responsible experience in a hotel, hospitality, or related industry.
- Knowledge and experience of Opera PMS, Office applications and other accounting software.
- Good command of IT skills.
- Critical attitude and daring to take initiative.
- Fluent in Dutch and English language in word and writing, as well as good speaking skills in Papiamentu.
- Strong communication skills (we handle a lot of international emails).
- Must be able to work well in a team.

To apply, please submit your resume and motivation letter to fdekort@leysner-decuba.com no later than April 4, 2025.

Further information is available from:
drs. F.R. de Kort (+297 583-3050).

